

Sandfield Park Careers Strategy

School Vision

Careers education and guidance has never been so important. Sandfield Park School fully embraces careers education and guidance, supporting statutory requirements and working towards achieving the Gatsby Benchmarks.

The Careers Programme will be known as **Aim to Work** and provides a person centred, holistic careers programme which connects learning to employability skills. We are committed to careers education, information, advice and guidance ensuring that pupils work towards developing the right skills, experience and qualities to prepare pupils to their next stage of education, training, employment and adulthood.

The school works collaboratively with internal and external stakeholders to build a cohesive programme of careers education to raise aspirations and ensure that every student is able to reach their full potential and enjoy life.

Context

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent, impartial careers guidance from year 8.

The governing body must ensure that the independent careers guidance provided: • is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option and should include information on the range of education or training options, including apprenticeships and technical education routes. Sandfield Park have made their own arrangements for providing impartial careers advice and guidance, this includes face to face support from a specialist provider, website information, telephone helpline

A further addition to the Technical and Further Education Act 2017 states that schools in England *“must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships”*.

Invitations are issued to all local providers inviting them to parents evening and any further appropriate events run by the school. This event gives opportunity to speak to providers. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be shared with individual annual review.

To ensure Sandfield Park School is delivering the best possible careers guidance in the future, we will be working towards the Quality in Careers Standard.

This is in accordance with the Government’s recommendation that *“all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school’s programme.”* And as advocated by the Department for Education in their ‘Careers Guidance and Inspiration in Schools’ policy issued in March 2015.

Commitment

Sandfield Park School is committed to providing all students in Years 7-14 with a programme of careers and enterprise related activities. The details of the Careers Strategy and programme will be published on the school website and can be viewed by pupils, parents and carers as well as employers, partners and education/careers providers.

Sandfield Park School promotes equality of opportunity, strives to embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks¹ and conform to statutory requirements, in particular the DfE's Careers Strategy² and the revised statutory guidance³.

Sandfield Park School tracks student progress and employer engagement and uses Evidence for Learning and Compass Plus database to record student achievement which includes 'meaningful' employer encounters, career aspirations/goals and potential pathways.

The programme is guided and committed to following the 8 Gatsby benchmarks for ensuring best practice. Further information of the Gatsby Foundation can be found on the school's website. Sandfield Park School is committed to following the 8 Gatsby Benchmarks;

1. A Stable Careers Programme
2. Learning from Career and Labour Market Information
3. Addressing the Needs of Each Pupil
4. Linking Curriculum Learning to Careers
5. Encounters with Employers and Employees
6. Experiences of Workplaces
7. Encounters with Further Education
8. Personal Guidance

Sandfield Park School is also participating in CEC's Enterprise Adviser Network to strengthen the links between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences.

Careers and Employability Programme

Aims

The aim of our Careers Programme, Aim to Work is to raise aspirations and to develop the skills and confidence to enable students to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next. Transition pathways may include further education, training, day services, volunteering, vocational opportunities and employment.

The programme is delivered and supported through assemblies, presentations, employer visits, independent work experience, workshops, careers fairs, careers week, transition events and 1:1 impartial and independent guidance.

To enable teaching staff to track student progress and employer engagement from Year 7 –Year 13. Sandfield Park School uses Evidence for Learning and elements of the Compass Plus database to record, plan, prepare and monitor individual student achievements, which might include 'meaningful' employer encounters, career aspirations/goals, predicted grades and potential pathways.

Objectives

- To ensure that all students at Sandfield Park School receive a stable careers programme.

¹ <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

³ <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

- Ensure that students develop the skills and attitudes necessary to make an informed decision to prepare for next steps including employment and further education.
- To provide information about the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with workplaces, employers and employees
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
- To build links between the school, local businesses and further education establishments.
- To enable students to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills
- To maintain a culture of high aspirations
- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential.
- Set career and learning targets and record achievements, qualities and skills and create a one page /vocational profile and an accessible CV.

Implementation

Sandfield Park School have developed their own arrangements for providing impartial careers advice and guidance which includes current information, independent websites and helpline access and face to face support.

There is a Careers leader with responsibility for the careers programme.

All staff have a part to play in the implementation of this policy and the careers programme through their role as teachers/tutors and as subject specialists. Teachers are responsible for the delivery of careers education, by embedding Careers into their subject and contributing to the effectiveness of the overall programme.

Careers information and resources are located in the Careers section of the school Library and in Staff/Pupil share of school resource base which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Leader.

Visual displays are kept current in class rooms and around the school.

Class teachers will be able to timetable use of the dedicated employability room for Careers and Enrichment lessons.

Monitoring, Review and Evaluation

A report and newsletter will be published on an annual basis, including an account of activities, a review of progress.

The independent careers provision is monitored and reviewed termly.

This policy will be reviewed annually as part of the whole-school self-assessment process, informing the COMPASS SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Headteacher or the Careers Leader, Class Teacher. Pupil voice activities are organised through the School Council, discussion regarding the careers programme will be conducted with students from various year groups at least once a year.

Recording, Assessment and Reporting

The school uses Evidence for Learning to record student achievement which includes careers and employability activities. A careers programme report is presented to the governors annually.

Entitlement

Every student at Sandfield Park School is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school.

- Careers and employability learning is embedded in the curriculum
- Parents/carers are welcome to speak to staff members if they have any questions or concerns about their child's progress and their child's participation in careers events.
- Pupils, parents/carers are entitled to have access to information about the options processes - provided via information via links on the school website and on information evenings.
- KS4 pupils will have at least one individual careers interview with a qualified careers practitioner by the end of KS4.
- KS5 student also receives at least one meeting with the careers advisor and the Careers Leader and those with any concerns or queries can be referred for additional support.

Provider Access

- A provider wishing to request access should can speak with Sarah Spoor, Careers Leader to discuss attendance at relevant events.
- Telephone 0151 228 0324 Email: s.spoor@sandfieldpark.liverpool.sch.uk
- [Our Child Protection and Safeguarding Policy sets out the school's approach to allowing providers into school to speak to our pupils.](#)
- Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and /or their parents/carers as outline in this careers strategy.

Premises and facilities

- The school will make the main hall, employability room, class rooms and the meeting rooms available for discussions between the provider and pupils as appropriate to the activity.
- The school will also make available audio, visual and other specialist equipment to support provider presentations.

Partnerships

The careers programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Liverpool Careers Hub and the Enterprise Adviser Network. We work closely with the our enterprise coordinator and the Careers Hub to deliver a careers programme including World of Work sessions which provides opportunity to meet external speakers who talk about experiences and their career journey which include local and national employers, representatives from various organisations including, college establishments and former students.

Parents and carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, Year 11 and during Sixth form and Years 14 with college and other applications. Parents also have the opportunity to speak to the Careers Leader by phone, email or via parent events and when possible will attend individual annual review. We are working on creating a dedicated section on Careers, Employability and Enterprise on the school website.

Links with the Local Authority:

The school works with the Local Authority and a wide range of voluntary/statutory agencies to support our learners whose circumstances have made them vulnerable or hard to reach. All pupils are supported through Local Authority transition reviews and Education, Health, Care Plan reviews. The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating

Sandfield Park School works with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

Links with the Governing Body

There is a named link Governor responsible for Careers and Enterprise education.

The Governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that it is clearly communicated to all stakeholders.

They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school legal requirements

All changes to the Careers Policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Leader/Governor with responsibility for Careers and Enterprise Education.

Resources

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Leader is responsible for the effective deployment and monitoring of resources.

Staff Development

Staff CPD is offered to the relevant staff as opportunities arise. CPD supports the school improvement plan. Staff training needs are identified and make use of the Training Needs Analysis for CEIAG, for example the Careers Lead has recently completed the Level 6 Careers Leader Development and working towards Level 6 in Career Development Guidance. This person attends local career meetings to share good practice with other local secondary schools and career providers. All teachers will be trained to use the Talentino Careers Programme which will be delivered through video and online learning.

The annual CEIAG improvement plan is connected to the School Improvement Plan and takes account of the Careers and Enterprise Strategic Plan.

The careers programme and policy will be reviewed and monitored termly by the Careers Leader and annually by the Senior Leadership Team.